

TOWN OF WESTFORD

October 18, 2010 Special Town Meeting Timeline

Event	Notes	DATE
Warrant opens	BOS may announce warrant opening and closing date at same meeting.	Tuesday, July 13
Deadline to submit application for street acceptance to Planning Board with all supporting documentation	at least 90 days prior to Town Meeting and in conjunction with Planning Board meeting	Monday, July 19, 12:00 noon
<ul style="list-style-type: none"> Board-, committee-, and dept-sponsored warrant article submission deadline File documentation for zoning and scenic Rd bylaw amendments with Planning Department 	This gives time for the material to go into the BOS packets & for Planning Dept to prepare for public hearing notices. Day after Planning Board meeting for any zoning amendments. Warrant articles are forwarded to Counsel for review.	Tue., August 17, 3:00pm
Selectmen review proposed warrant articles		Tuesday, August 24
Planning Board public hearing notices to Westford Eagle	1 st published at least 2 weeks prior to hearing	Fri., August 27, 5:00pm
<ul style="list-style-type: none"> Warrant closes Petition article submission deadline 	Less confusion when petitions are due on warrant closing date.	Wed., Sept 8, 12:00pm
<ul style="list-style-type: none"> Selectmen review and sign warrant, review draft motions, hold public hearing for street layout plans, and review motions 	Selectmen don't typically meet on election days	Monday, Sept 13 (?)
State Primary (no public hearings per statute)		Tue., September 14
<ul style="list-style-type: none"> Planning Board opens public hearings on zoning and scenic roads articles 		Mon., September 20
Motion meeting	Typically a morning meeting	Tue., September 21
Selectmen take positions on warrant articles; finalize motions, and approve final wording of the post card mailing of warrant summary		Tue., September 28
<ul style="list-style-type: none"> Final motions are posted on Town's website 		Fri., October 1
<ul style="list-style-type: none"> Town meeting-related reports & records are available online and at Town Clerk's 		Mon., October 4

office <ul style="list-style-type: none"> • Planning Board closes public hearings on zoning and scenic roads articles • Warrant posting deadline 		
<ul style="list-style-type: none"> • Approved street layout plan is filed with Town Clerk • Voter registration deadline, 8:00pm • Powerpoint presentations to IT department • Post card is mailed to residents 	Street layout plan must be filed with Town Clerk at least 1 week prior to town meeting.	Fri., October 8
<ul style="list-style-type: none"> • Planning Board reports to Selectmen on zoning and scenic roads articles • Selectmen & Finance Committee finalize positions on Warrant articles 		Tue., October 12
Special Town Meeting		Mon., Oct 18, 7:30pm
Adjourned session, if needed		Tue., Oct 19
Adjourned session, if needed		Wed., Oct 20

Holidays

Ramadan begins: Wednesday, August 11

Labor Day: Monday, September 6

Rosh Hashana: Sunset September 8 – September 10

Yom Kippur: Sunset September 17 – September 18

Columbus Day: October 11